

# 基地空席広報

## VACANCY ANNOUNCEMENT

広報番号: MSCFE-05-01

Announcement No.

First Cut Off: 10 Sep 01

発行日: 29 Aug 01

Date of Issue

1. 職種名 Job title (等級 Grade 1-5 / 語学等級 LAD 3)

ACCOUNTING TECHNICIAN #8

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系  
Administrative Blue Collar Trade Security Medical

2. 部隊名 / 勤務場所

Activity/Working Place

Military Sealift Command, Far East Mizuhosambashi,  
Office of Comptroller Office Mizuho cho, Yokohama.

3. 勤務時間 (週 40 時間制) ☒ 規則 Regular ☐ 不規則 Irregular  
Work Schedule hrww

勤務日 Working Days: Mon - Fri

夜勤 Night Shift ☐ 有 Yes ☒ 無 No

時間帯 Working Hours: 07:45 - 16:30

4. 募集範囲

Area of Consideration

☒ 現 MLC/IHA 従業員 (部隊内)  
Current Employee within Activity

☒ 現 MLC/IHA 従業員 (通勤圏内)  
Current Employee (USFJ Wide in commuting distance)

☐ 現 MLC/IHA 従業員 (全在日米軍)  
Current Employee (Whole USFJ Wide)

☒ 外部 Off Base Applicant

5. 雇用の種類 Type of Employment

☒ MLC

☐ IHA

☒ 常用 Permanent

☐ 限定 Limited Term ( \_\_\_ ヵ月 Months)

6. 職務内容 Duties Job No. 8 and the attached task listing.

SEE THE ATTACHED

7. 資格要件 / 身体条件 Qualification / Physical Requirements

- a. Must have 1 year of specialized experience in the same line of work at the next lower level. \*
- b. Must have knowledge of payroll function.
- c. Must have knowledge of financial data system.
- d. Must have knowledge of English and Japanese in reading, writing and speaking.

\*Potential qualified applicants without specialized experience will be accepted as a trainee.

Handicapped applicants may be accepted, depending on the degree and kind of disability.  
Submitted applications and associated documents will not be returned.

英語力 English Language Proficiency: ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☒ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background: High School Graduate minimum

免許証 / 終了証 License/Certificate Required:

### 【応募方法】 How to Apply

提出するもの Application and Associated Documents

- ☒ 空席応募用紙 Application for Job Opening
- ☒ 事務系希望者質問票 Questionnaire for Clerical Job
- ☒ 軍様式の履歴書 Personal History Statement
- ☒ 専門職務経歴書 Resume of Professional Work Experience
- ☒ 一般質問票 General Questionnaire
- ☐ 免許証 / 終了証 / 証明書の写し Copy of License/Certificate
- ☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒  
Envelop with Applicant's Zip Code, Address, Name and a 90 yen stamp. If needed the applications be mailed back at home.

提出先 Office to Submit

問い合わせ先 Contact Point for Job Inquiries

事務処理欄 For Official Use

Current MLC/IHA Employees:  
Military Sealift Command, Far East  
Mizuhosambashi, Mizuho-cho, Yokohama

Admin/Pers Office N12A  
Ms. Tachibana  
DSN 269-6880  
PHONE: 045-453-5417

PD No.: MSC-N8-003

Activity: MSCFE

Off-base Applicants:  
HRO Gate Office (CNFJ N01CP511A)  
(Monday-Friday, 1000-1500)

HRO *ah/31*  
*4/8/31*

**JOB DISCRIPTION**  
**ACCOUNTING TECHNICIAN JOB No.8**  
**BWT1-5, LAD 3**

Performes nonprofessional accounting work in maintaining or installing a prescribed accounting system which is on a double-entry basis and which includes asset, liability, income, expense, capital or ownership and budgetary accounts. The operation serviced includes one or more primary functions which present numerous supporting, service type or administrative functions which present complexities such as inter fund transfers, pro-ration of overhead, depreciation of facilities, or complex inter relationship of accounts.

Maintains general, subsidiary, cost, property or similar ledgers and journals, checks accounting records for accuracy; prepares internal reports of operating data, detail work sheets, analyses of accounts, and statements of operating results and financial condition. Work requires the extensive grasp of the entire system of accounts, their relationship to the organization and the uses made by management of the reports and analyses submitted. This definition is to be used for positions of senior accounting technicians who have complete responsibility for the integrity of an accounting entity subject only to administrative supervision of a continuing basis. Technical supervision is present in the form of periodic audit by staff level auditors. This may not be used as a base level factor for supervisory jobs.

Performs other related or incidental duties as assigned.